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DDI/ADG/STW

78-3346/7

6 November 1978

MEMORANDUM FOR: Deputy Director for Administration
Director/National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, "E" Career Service

FROM: John H. Waller
Inspector General

SUBJECT: New Grievance System -- Nominees for Service
on DCI's Grievance Panel

1. Action Requested: This memorandum contains a request, in paragraph 6, to each addressee for nominees to the DCI's Grievance Panel. Details regarding the number and type of nominees required are contained in the following paragraphs.

2. Background: Pursuant to the consensus of the EAG meeting of 19 September 1978 and the instructions of the DDCI, I am taking the steps necessary to implement the new grievance system. As you know, progress on several fronts is required. Here I address only one of them--the establishment of a DCI Grievance Panel. From this Panel, under circumstances outlined below, a grievant may select an appellate DCI Grievance Board to review his or her case. I would like to complete a composite list of nominees and submit it for approval by the DCI and DDCI no later than 20 November 1978. For your information, a draft notice to employees, announcing the outline of the new system, is under consideration by the DDCI. Drafting our implementing regulation will be the next step.

3. In general, the new grievance system will operate as follows.

- a. Directorates and Independent Offices will have the primary role in handling and resolving grievances; quick, informal resolution at the lowest possible level is desired.

out that neatly, and the workload for individual cases will vary considerably. Nonetheless, I feel reasonably confident that no single Panel member will be asked to devote an unreasonable amount of time to service on DCI Grievance Boards.

6. Request for Nominees: The quota of nominees that we are requesting from each addressee has been based on the following considerations:

- a. each major component's proportion of the Agency's population;
- b. adjustments upward or downward to reflect the origins within the Agency of grievance cases which we have investigated over the past year;
- c. some "Kentucky windage" regarding the total number of officers required to serve on this first rotational DCI Grievance Panel as reflected in paragraph 5 above. As experience dictates, we will raise or lower the total number of Panel members so that no one will be called upon to devote an unreasonable amount of time to service on Grievance Boards.

With these factors in mind, I am asking for nominees as follows:

from the DDO	-	18
from the DDA	-	12
from the DDS&T	-	10
from the D/NFAC	-	6
from the Chairman -		
"E" Career Service		2

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Please forward your nominations to me by mid-November in the form shown in the attachment.* This will facilitate review by the DCI and the DDCI. The brief summaries on each individual will also serve in collated form as reference for grievants who wish to select 3-man Grievance Boards to review their cases.


John H. Waller

Attachment: a/s

* Please classify the summaries on the individual nominees as appropriate.